



**Illinois Department  
of Transportation**

**Notice of Vacancy**

**IPR# 42214**

**DATE: 1/12/2018**

**TITLE:** Office Coordinator, Opt. 2  
**OFFICE:** Office of Program Development/ Bureau of Land Acquisition  
**CONTRACT:** AFSCME – RC014

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Program Management Section Chief, performs a wide variety of difficult and complex technical secretarial and office support functions.

**TRAINING & EXPERIENCE:** Requires two years of secretarial/business college, or completion of high school and two years related office experience, or two years independent business experience. Requires the ability to type accurately at 30 wpm. Ensures compliance with departmental safety rules.

**UNIT:** Program Management  
**LOCATION:** 2300 S. Dirksen Parkway, Springfield, IL  
**SHIFT:** 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday  
**PAY GRADE:** RC014-9  
**SALARY RANGE:** \$3,027- \$4,223  
**CONTACT PERSON:** Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

**BIDS MUST BE RECEIVED BY:** 4:30 p.m. on Monday, January 29, 2018

**POSTED FROM:** January 16, 2018 **TO:** January 29, 2018

**\*CURRENT STATE EMPLOYEES:** SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: [DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV](mailto:DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV)

**\*Agency-to-Agency Transfer:** In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

**\*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.**

**NON-STATE EMPLOYEES:** DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT [WORK.ILLINOIS.GOV](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.

*Buffy Koehler*